

Table of Contents

Create an Evaluation 2

 New Evaluation..... 2

Create an Evaluation Question 2

 Add questions to an existing evaluation

Change the Order of Questions in an Evaluation 4

 Formatting the numbers for Advanced Reporting

Preview an Evaluation..... 4

Activate or Inactivate an Evaluation 4

Assign an Evaluation to a Learning Activity 6

 Notification trigger

 Trigger offset

 Days to complete evaluation

 Activity evaluation date

To Assign an Evaluation to a Learning Activity 6

Remove an Evaluation from a Learning Activity 7

View Completed Evaluations 7

myTraining Evaluation Processes

Create an Evaluation

An evaluation contains questions that students answer after taking a class or learning activity. You might develop an evaluation to allow students to rate the quality of a class. An evaluation might include questions, such as "Did you like the course?" or "Was the training relevant to your job?"

IMPORTANT: Once an evaluation is created, questions have been added, it has been published to learners, and learners have submitted feedback, then the evaluation/questions **CANNOT** be changed in any way. Typos can **NOT** be fixed and questions cannot be changed or added.

It is strongly recommended that you conduct thorough testing in Stage with the evaluation before publishing it in Production and collecting learner feedback.

To create a new evaluation:

1. Navigate to **Administration > Learning Management > Activity Management > Evaluations**.
2. On the Evaluations page, click **New**.
3. Enter the name and description.
4. Enter instructions for taking the evaluation.
5. Click **OK**.

The Summary page for the evaluation appears.

Create a Question

An evaluation contains questions that are posed to users involved with a learning activity. You can add new questions or reuse questions from other evaluations by copying the questions.

IMPORTANT: Once an evaluation is created, questions have been added, it has been published to learners, and learners have submitted feedback, then the evaluation/questions **CANNOT** be changed in any way. Typos can **NOT** be fix and questions cannot be changed or added. It is strongly recommended that you conduct thorough testing in Stage with the evaluation before publishing it in Production and collecting learner feedback.

IMPORTANT: The information entered into the Name field determines the order in which the questions display on a report within Advanced Reporting. If text is entered in this field, the report will list questions alphabetically, not in the order in which they were asked. Typically, T&OD will enter numerical values in the Name field, such as 001, 002, 003, 004, etc.

To create a new question:

1. In the sidebar, click **Questions** to add multiple choice questions or other types of questions to the evaluation.
2. Click **New**.
3. Enter all the required fields (for example, **Name**, **Questiontext**).

4. Select the **Type** of question. Three types of questions are available when you add a new question:
 - a. **Multiple choice** – This type of question may provide up to 10 choices and learner can select only one answer.
 - b. **Multiple select** – Multiple choices are provided and a learner can choose more than one answer.
 - c. **Comment** – Learners respond to a statement or question by entering text in a text box.
5. Click **OK**.

To add questions to an evaluation:

1. Navigate to **Administration > Learning Management > Activity Management > Evaluations**.
2. On the Evaluations page, click the name of the evaluation you want to modify.
3. In the sidebar on the Summary page, click **Questions**.
4. Do one of the following:
 - a. Click **New** to create a new question.
 - b. Click **Copy** to add one or more existing questions from a different evaluation.

Change the Order of Questions in an Evaluation

The questions that make up an evaluation can be moved to change the existing order. You can move the first question to appear as the second question, and reorder the questions in any fashion.

IMPORTANT: Once an evaluation is created, questions have been added, it has been published to learners, and learners have submitted feedback, then the evaluation/questions **CANNOT** be changed. It is strongly recommended that you conduct thorough testing with the evaluation before publishing it and collecting learner feedback.

IMPORTANT: The information entered into the Name field determines the order in which the questions display on a report within Advanced Reporting. If text is entered in this field, the report will list questions alphabetically, not in the order in which they were asked. Typically, T&OD will enter numerical values in the Name field, such as 001, 002, 003, 004, etc.

To reorder the questions in an evaluation:

1. Navigate to **Administration > Learning Management > Activity Management > Evaluations**.
2. On the Evaluations page, click the name of the evaluation you want to modify.
3. In the sidebar on the Summary page, click **Questions**.
4. Select the check box to the left of the question you want to move.
5. Click **Reorder**.
6. Choose **Move Up** or **Move Down**.
7. Click **OK**.

myTraining Evaluation Processes

Preview an Evaluation

You can look at an evaluation to see how it will look to the people who will complete it.

To preview an evaluation:

1. Navigate to **Administration > Learning Management > Activity Management > Evaluations**.
2. Locate the evaluation you want to view, then click the adjacent **Preview** icon.


<input type="checkbox"/>	Name ^	Primary Domain	Description	Status
<input checked="" type="checkbox"/>	RM Test Eval	UF		Active

Activate or Inactivate an Evaluation

VERY IMPORTANT: *If an evaluation has feedback associated with it, and the evaluation is removed from the learning activity, then that feedback will be deleted completely.*


The active property setting for an evaluation can be selected to make an evaluation active or cleared to set the status to inactive. You can change this property setting for an individual evaluation on the Evaluation Properties page. Also, you can change this property for multiple evaluations in one process as described below.

To activate evaluations which are inactive:

1. Navigate to **Administration > Learning Management > Activity Management > Evaluations**.
2. Search for and select the check box next to the name of each evaluation you want to activate.
3. In the **Task drop down** field, choose **Activate evaluation**.
4. Click the **Go** button .
5. Verify that the **Status** field states **Active**.

<input checked="" type="checkbox"/>	myTraining Reporting Evaluation	UF	This is an evaluation for the myTraining Reporting Basics course.	Active
<input checked="" type="checkbox"/>	RM Test Eval	UF		Active
<input checked="" type="checkbox"/>	TBL Workshop Evaluation	UF		Active

To inactivate evaluations which are active:

1. Navigate to **Administration > Learning Management > Activity Management > Evaluations**.
2. Search for and select the check box next to the name of each evaluation you want to inactivate.
3. In the **Task drop down** field, choose **Inactivate evaluation**.
4. Click the **Go** button .
5. Verify that the **Status** field states **Inactive**.

evaluation so that we may provide mor...				
<input type="checkbox"/>	myTraining Reporting Evaluation	UF	This is an evaluation for the myTraining Reporting Basics course.	Active
<input type="checkbox"/>	RM Test Eval	UF		Inactive
<input type="checkbox"/>	TBL Workshop Evaluation	UF		Active

NOTE: If you **DELETE** the evaluation in a learning activity, **ALL THE DATA will be ERASED forever.**

Assign an Evaluation to a Learning Activity

You can assign evaluations to training to gather information about training effectiveness and about existing knowledge levels of participants before the start of the training session. You can specify when evaluations are sent to learners - whether they should be sent when they register for, launch, start, or complete a learning activity.

You need to configure the following options:

- **Notification Trigger:** Learners receive a notification and can access the evaluation depending on the notification trigger you specify. Notification triggers include:
 - Activity start
 - User complete
 - User registration
 - User launch
- **Trigger Offset (days):** Enter the number of days before or *after* the notification trigger event when the evaluation should be available to learners. For example, if the notification trigger is set to Activity start, and the trigger offset is set to 5 days, learners will receive a notification 5 days after the activity starts. If you want learners to receive a notification before the start of an activity, set the notification trigger to Activity start and set the Trigger Offset (days) to a negative number.
 - **NOTE:** For T&OD-administered learning activities that utilize the T&OD evaluation, the Trigger Offset field is typically only used for instructor-led training activities. This field isn't typically used for online learning activities.

- **Days to complete evaluation:** Enter the number of days within which learners must complete and submit an evaluation. Learners receive a notification specifying the number of days in which they need to complete and submit the evaluation. If a learner does not complete the evaluation within the time period specified in this field, the evaluation is moved from Pending Evaluations view to the Expired Evaluations view. Learners will no longer be able to access the evaluation.
 - **NOTE:** For T&OD-administered learning activities that utilize the T&OD evaluation, the value of 10 is typically entered into this field for online learning activities, and the value of 15 is typically entered into this field for instructor-led learning activities.
- **Activity Evaluation date:** Select an activity evaluation date to identify when an evaluation was added to the learning activity. Administrators need to ensure that they provide a date that is earlier than the earliest registration date of users who are already on the activity roster to ensure all learners view evaluations when they receive evaluation-related notifications.

IMPORTANT: If you remove the association between an evaluation and a learning activity, learners to whom the evaluation has already been assigned will continue to be able to view the evaluation.

VERY IMPORTANT: If the *“Delete”* functionality is used to remove an evaluation from a learning activity, then all feedback associated with that evaluation will be deleted as well.

To Assign an Evaluation to a Learning Activity:

1. Navigate to **Administration > Learning Management > Activity Management > Learning Activities**.
2. Locate the learning activity that will be evaluated and click **Edit**.
3. If the learning activity is not currently in the staging area, click **Send to Stage**.
4. Click the **Optional** button.
5. Under **Registration**, click **Evaluations**.
6. Click **Add**. Do **NOT DELETE** the old evaluation, if there is one.
7. Select an evaluation.
8. Click **Next**.
9. Set the **Notification trigger**, **Trigger offset (days)**, and **Days to complete evaluation** (10 for OLT, 15 for ILT). The **Activity Evaluation date** field can be left blank, as this will populate with the current date and time. However, this date and time **MUST** be earlier than the earliest registration date of learners who are already on the activity roster to ensure all learners can view evaluations when they receive evaluation-related notifications.
10. Click **OK**.
11. Click **OK**.
12. Click **Validate for Production**, then **Move to Production**.

Remove an Evaluation from a Learning Activity

If an evaluation is added to a learning activity in error or needs to be replaced with a new version, contact the Training and Organizational Development Department at training@ufl.edu or 352-392-4626 for assistance.

View Completed Evaluations

An evaluation report shows the responses that people have entered for a specific learning activity.

To view the results of an evaluation:

1. Navigate to **Administration > Learning Management > Activity Management > Learning Activities**.
2. Locate the learning activity with evaluation results you want to view.
3. Click **Manage Roster** under **Edit** menu.
4. In the sidebar under **Reports**, click **Activity Evaluations**.
5. On the **Evaluation Report** page, select **Start** to see the response data.
6. Click **OK** when finished.